



DEPARTMENT OF THE NAVY

PERSONNEL SUPPORT ACTIVITY

937 NORTH HARBOR DRIVE

SAN DIEGO, CALIFORNIA 92132-0076

PERSUPPACTWESTINST 4200.1B CH-2

N8

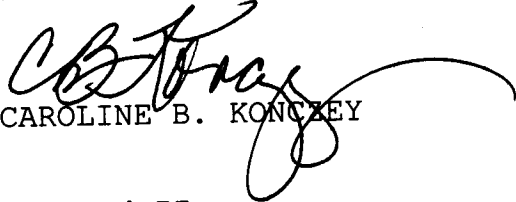
20 Apr 01

PERSUPPACTWEST INSTRUCTION 4200.1B CHANGE TRANSMITTAL 2

Subj: GOVERNMENTWIDE COMMERCIAL PURCHASE CARD (GCPC) PROGRAM

Encl: (1) PSD Internal Ordering Procedures For Use With The
Governmentwide Commercial Purchase Card Program

1. **Purpose.** To transmit Change 2 to the basic instruction.
2. **Change.** Replace enclosure (1) of the basic instruction with this enclosure.
3. **Cancellation.** When the basic directive is superseded by a revision, or is otherwise cancelled.


CAROLINE B. KONCLEY

Distribution:

PERSUPPACTWESTINST 5216.1K, Lists I and II

PSD INTERNAL ORDERING PROCEDURES FOR USE WITH
THE GOVERNMENTWIDE COMMERCIAL PURCHASE CARD PROGRAM

1. If an item not listed on enclosure (3) or carried as a bulk purchase at PSA staff, such as rubber stamps, ribbons, toner, etc., but is available in your local area at a reasonable price, it may qualify for purchase with the purchase card. Reference (b) open purchase procedures and the following apply:

a. Supply Petty Officer provides PSA Code N6 with at least two suggested sources for any item.

(1) For supplies not available through the Supply Stock System, GSA Customer Supply Center, and/or Express Mart input the request via the Supply Web site AUTOREQ under the Open Purchase Option and fax the source information to PSA Code N6.

(2) For equipment request or repair, source information will be faxed to PSA Code N64 and followed with an email from OIC/AOIC. Estimates must have at least the following information: vendor's name, address, price, phone number, and the contact person. N6 cardholder will solicit official quote from the vendor.

b. With each subsequent use of the purchase card method, you may be asked to suggest other qualified vendors with reasonable prices. If a vendor consistently gives high prices, he may be eliminated from your list of contacts.

c. Once your request has been approved and the Cardholder has placed the order with the contractor, documentation of the date and receipt of the correct material ordered must be immediately forwarded to the Cardholder or notification made if any problems are encountered with the order.